

Approved For Release 2001/08/29 : CIA-RDP78-00487A000200090001-5			
RECORDS CONTROL SCHEDULE			
<b>SECRET</b>		3400.02 210775	
OFFICE, DIVISION, BRANCH Office of Logistics, Executive Office, Records and Services Branch		SIGNATURE Signed: [REDACTED]	CONCURRENCE
		TITLE Director of Logistics	DATE 19 JUN 1969
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
8	<u>Office Subject Correspondence Files</u>  Files which document the activities of the Office of Logistics in support of Agency activities in accordance with the mission assigned in [REDACTED]. Files consisting of correspondence signed by the Director of Logistics, surveys, charts, studies, and reports pertaining to logistical planning; requirements; procurement, distribution, and accountability of Agency equipment and supplies; transportation of equipment and supplies; real estate and construction; and other support services, including Agency mail and courier service, telephone service, and printing and reproduction. Used in policy and operating determinations, and also in the general administration of the Office of Logistics. Filed according to Agency Subject File Manual. 1967 - 1969.	11.0	<i>Review 1967</i> Disposal not authorized by this schedule*. Cut off at the end of each calendar year; retain in current file area two years and transfer to Records Center.  *EXCEPTION: Files concerning administrative and housekeeping functions, such as: personnel, training, travel, space and services, budget and fiscal matters, security and other similar subjects, may, where possible, be segregated by groups upon retirement and may be destroyed after two years after the current year or expiration. <i>See 1967</i>
9	<u>Top Secret Document Files</u>  Top Secret documents concerning logistical support activities for the Agency as reflected in Item No. 8. TS documents are filed centrally in the Office except as needed within the Divisions for working needs. Filed by Top Secret Number. 1946 - 1969.	2.0	Periodically review to downgrade, destroy or retire. Pertinent disposal item to be applied to retained documents on an individual basis, or if material is integrated with files of a lower classification for purposes of continuity, clearance will be obtained from the Area TSCO and the Area Records Officer before retirement. <i>See 1967</i>

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

ITEM NO.	FILE NUMBER Approved For Release 2001/08/29 : CIA-RDP78A000200090001-5	VOLUME	DISPOSITION INSTRUCTIONS	
			SECRET	
10	<u>Regulations Files</u>			
3	a. Drafts, memoranda comments and other material pertinent to regulations of direct interest to the Office of Logistics. Filed by regulation number.  b. Drafts, comments and memoranda regarding proposed regulations of other Agency components. 1968 - 1969.	1.5  0.5	No destruction authorized by this schedule. May be retired to Records Center when regulation rescinded, or when no longer required for frequent reference.  Temporary. Destroy two years after publication or subsequent redraft.	
4	<u>Top Secret Logs</u>			
	a. Copies of Form 1225 "Top Secret Control Record" recording all TS documents received or originated in the Office of Logistics. Form 1225 contains signatures for documents within the Office. Filed numerically. 1946 - 1969.  b. Copies of Form 1225 "Top Secret Control Record" filed by subject. Serves as cross reference to a. above.  c. Copies of Form 238 recording [redacted] documents in and out of the Office of Logistics as required by existing procedures. 1967 - 1969.	0.2  0.1  0.2	No disposal authorized by this schedule. Records of documents which have been downgraded or destroyed may be segregated and retired to Records Center as no longer needed. (GRS 12 - Item 6.a.) <i>Destory records after 1971</i>  Destroy if superseded by a change in procedure.  Temporary. Cut off at end of each calendar year; retain in current file area one year, then destroy. <i>1968</i>	
25X1A	<u>Document Control Files</u>			
5	Form No. 238 "Document Control Ticket" used as a log to record the receipt, routing, control and dispatch of incoming and outgoing correspondence and dispatches of the Office of Logistics. Cross referenced to filing point of documents.  a. Record copy (No. 1 copy) remains with document until completed, dispatched or filed, then returned to Registry. Filed by source. 1967 - 1969.	2.2	<i>5a, b &amp; c - are being microfilmed and destroyed per memo 5/may/72, LAD</i>  Temporary. Cut off at the end of each calendar year; retain in current file area two years and retire to Records Center. Destroy two years thereafter. (GRS 12 - Item 6.a.)	
			SECRET	

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**Next 1 Page(s) In Document Exempt**

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ITEM NO.	FILE NUMBER	APPROVED FOR RELEASE 2001/08/29 : CIA VOLME 00487A000200090001-5	DISPOSITION INSTRUCTIONS
20 13	<u>Forms Files</u>  a. Files containing copies of Requests for Approval of Forms, samples, memoranda and other material relating to forms of interest to OL. Filed by Form Number. 1954 - 1969.	SECRET 3.0	Temporary. Destroy previous orders when re-orders are processed or destroy when related form is discontinued or superseded. (GRS 16 - Item 9).
21 14	<u>Records Disposal Records</u>  Copies of Records Schedules and inventories, retirement requests, destruction certificates of records of the Office of Logistics. Filed chronologically and by division thereunder. 1948 - 1969.	3.0	Disposal not authorized by this schedule. Retire to Records Center when inactive. (GRS 16 - Item 3).
22 15	<u>Reference Material</u>  Agency and Office regulatory issuances, publications, pamphlets and procedures used for reference and research.	8.0	Temporary. Destroy when superseded or no longer needed.

SECRET

Approved For Release 2001/08/29 : CIA-RDP78-A000200090001-5  
 RECORDS CONTROL SCHEDULE

**SECRET**

SCHEDULE NO.  
 34-69-A

25X1A  
*Approved for release 7/2/73 R.P.*

CONCURRENCE

SIGNATURE [REDACTED]  
 Signed: [REDACTED]  
 TITLE Director of Logistics DATE 19 JUN 1969

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
23.	<u>General Subject Files</u>  Routine correspondence files pertaining to expenditure accounting and internal operation and administration. FY 1967 - 1969.	3.0	Temporary. Cut off at end of Fiscal year; retain two years then destroy. (GRS 7 - Item 3)
24.	<u>Detailed Allotment Account Records</u>  a. Forms, vouchers, travel orders, memoranda, miscellaneous obligation records, purchase orders, requisitions or other documents used as obligating instruments and posted to vouchered and unvouchered allotment accounts of the Office of Logistics. Filed by allotment account. FY 1967 - 1969.  b. Posting Ledgers, control and balancing factor to a. above.	94.5 2.7	Temporary. Cut off at end of Fiscal year; retain in current file area two years and retire to Records Center. Destroy two years after retirement. (GRS 7 - Item 4.a.)
25.	<u>IBM Tabulations</u>  Status of PRA, Status of Allotments and Property Authorizations (by allotment number), Expenditures by Sub-Object Class, Overtime Report (Voucherized Funds), Property Issues and Obligation Status Reports. Fiscal Year 1967 - 1969.	15.5	Temporary. Cut off at end of fiscal year; retain in current file area two years and destroy. (GRS 6)
26.	<u>Budget Submissions</u>  Working copy of final budget submission for Office of Logistics. Filed by Fiscal Year. FY 1968 - FY 1970.	0.5	Temporary. May be destroyed when no longer needed for working reference. (GRS 5)

GROUP 1  
 Excluded from automatic  
 downgrading and  
 declassification

ITEM NO.	FILES IDENTIFICATION Approved For Release 2001/08/29 : CIA RDP78A000200090001-5	VOLUME	DISPOSITION INSTRUCTIONS
27.	<u>Chrono File</u>  Copies of memoranda, reports, and studies prepared by the Branch. Filed chronologically. FY 1967 - 1969.	SECRET 0.2	Temporary. Cut off at the end of the Fiscal year. Retain one year and destroy. <i>man recd.</i>
28.	<u>Reference Material</u>  Copies of reports, studies, memoranda, Agency and Office Regulatory Issuances, circulars, pamphlets, publications and working material used for reference and research.	SECRET 6.5	Temporary. Destroy as superseded or no longer needed. <i>man recd.</i>

SECRET

Approved For Release 2001/08/29 : CIA-RDP78-00487A000200090001-5		25XIA	
RECORDS CONTROL SCHEDULE		<b>SECRET</b>	
OFFICE, DIVISION, BRANCH Office of Logistics, Contract Review Board		SIGNATURE Signed: [REDACTED]	CONCURRENCE
		TITLE For Director of Logistics	DATE 19 JUN 1969
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
29.	<u>Subject Files</u>  a. Files documenting the activities of the Contract Review Board in carrying out assigned functions and the administration of the affairs of the Board. 1967 - 1969.  b. Contract Review Board policy papers re establishment, mission, functions and organization. 1967 - 1969.	1.0  •5	Temporary. Cut off at the end of each fiscal year; retain for two years then destroy.  When no longer needed for immediate reference to be incorporated into the official files of the Director of Logistics, Schedule No. 34-69-A, Item No. 6. 8
30.	<u>Special Studies</u>  Background and all related papers used to conduct special surveys and studies as requested by the Director of Logistics.	1.0	Temporary. These studies are used for reference and can be destroyed when no longer needed. Official copies in D/L files.
31.	<u>Agendas</u>  Agendas of all cases to be placed before the Board for action. Filed chronologically. 1967 - 1969.	•5	Temporary. Maintain a two year balance. Destroy the rest. The decisions of the Board are documented in items 32 and 33.
32.	<u>Board Meeting Minutes</u>  Detailed minutes of all transactions handled by the Board. Filed chronologically. 1967 - 1969.	•5	Temporary. Destroy when no longer needed for ready reference. Maintain a two year balance. Pertinent facts also carried forward per item 33.
		<b>SECRET</b>	

EXCERPT 1  
Excluded from automatic  
downgrading and  
declassification

STATINTL

Memo for the Record

Talked to [REDACTED] about her schedule  
34-69A Items 29 thru 34. She and [REDACTED] of  
the Contract Review Board indicated that the  
record of Board Activities is incorporated  
in the Director's files. These files (29-34)  
are maintained as reference files for the Board.

STATINTL

[REDACTED]  
7/19/69

STATINTL

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RECORDS CONTROL SCHEDULE		SECRET	
OFFICE, DIVISION, BRANCH		SIGNATURE	CONCURRENCE
Office of Logistics, Office of the Director		[Signature]	25X1A
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<u>Suspense - Chrono Files</u>  Green copies of memoranda and documents signed or approved by the Director of Logistics, held in suspense until final approval. (Not official files). Filed chronologically. 1960	0.2	Temporary. Cut off each three months. Retain six months and destroy.

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Records Center [REDACTED]		
2	attn: Jack S.		
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
<b>Remarks:</b> This page was filed in OIS schedule under Pers & Trng Br and I think it belonged under office of Director. Under revised schedule 3400-73 dtd 14 Nov 73 it appears to be Item 1. I think it was misfiled and overlooked. I have an updated circumsion to the Pers & Trng Br being coordinated and the attached wasn't mentioned.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Pat RAB 2842 Hg			28 Dec 73
UNCLASSIFIED FORM NO. 1-67 237	CONFIDENTIAL Use previous editions	SECRET	(40)

STATINTL

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Approved For Release 2001/08/29 : CIA RDP78-00487A000200090001-5 RECORDS CONTROL SCHEDULE		SECRET	
		CONCURRENCE	
OFFICE, DIVISION, BRANCH		SIGNATURE	
Office of Logistics, Administrative Staff		TITLE DIRECTOR OF LOGISTICS DATE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
2.	<u>Regulations Files</u> a. Drafts, memoranda comments and other material pertinent to regulations of direct interest to the Office of Logistics. Filed by regulation number. 1953 - 1960. (These files are filed separately for convenience, but are considered a part of the correspondence files of the Director of Logistics. Exception: See Item 9 - Schedule 34-60-M)  b. Drafts, comments and memoranda regarding proposed regulations of other Agency components. 1957 - 1960.	2.0   0.5	No destruction authorized by this schedule. May be retired to Records Center when regulation rescinded, or when no longer required for frequent reference.  Temporary. Destroy two years after publication or subsequent redraft.
3.	<u>Correspondence Files</u>  Extra copies of studies, surveys, memoranda, reports and related material concerning administrative matters of the Office. 1959 - 1960.	0.1	Temporary. Destroy three months after end of each year.
4.	<u>Space, Parking Files</u>  Memoranda, charts, drawings, etc., using as working files in assignment of space and parking for the Office. 1960.	0.5	Temporary. Destroy after three months.
5.	<u>Employees' Suggestions</u> a. Copies of comments, memoranda, etc. regarding employees' suggestion. Filed by suggestion number. 1957 - 1960.  b. Log of employees' suggestions received, subject, to whom assigned for evaluation, etc.	0.5   0.1	Temporary. Cut off at the end of each year. Retain two years and destroy.  Temporary. Cut off at the end of each year. Retain two years and destroy.

ITEM NO.	Approved For Release 2001/08/29 : CIA	RDP78A00487A000200090001	POSITION INSTRUCTIONS
6.	<p><u>Reference Material</u></p> <p>Agency and Office regulatory issuances, publications, etc. used for reference and research.</p>	2.0	<p>Temporary. Destroy when superseded or no longer needed.</p>

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Approved For Release 2001/08/29 : CIA-RDP78-00487A000200090001-5			
RECORDS CONTROL SCHEDULE		<b>SECRET</b>	
		34-60-A	
OFFICE, DIVISION, BRANCH Office of Logistics, Office of the Director, Administrative Staff, Records and Services Branch		CONCURRENCE <i>[Signature]</i>	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	TITLE DATE DIRECTOR OF LOGISTICS
7.	<u>Office Subject Correspondence Files</u>  Files which document the activities of the Office of Logistics in support of Agency activities in accordance with the mission assigned in Regulation [REDACTED]. Consisting of correspondence signed by the Director of Logistics, surveys, charts, studies, and reports pertaining to logistical planning; requirements; procurement, distribution, and accountability of Agency equipment and supplies; transportation of personnel, equipment and supplies; real estate and construction; and other support services, including Agency mail and courier service, telephone service, and printing and reproduction. Used in policy and operating determinations, and also in the general administration of the Office of Logistics. Filed according to Agency Subject File Manual. 1958 - 1960.	8.0	Disposal not authorized by this schedule*. Cut off at the end of each calendar year; retain in current file area two years and transfer to Records Center.  * <u>EXCEPTION:</u> Files concerning administrative and housekeeping functions, such as: personnel, training, travel, space and services, budget and fiscal matters, security and other similar subjects, may, where possible, be segregated by groups upon retirement and may be destroyed after 2 years after the current year or expiration.
8.	<u>Top Secret Document Files</u>  Top Secret documents concerning logistical support activities for the Agency as reflected in Item No. 7. TS documents are filed centrally in the Office except as needed within the Divisions for working needs. Filed by Top Secret Number. 1946 - 1960.	3.0	Periodically review to downgrade, destroy or retire. Pertinent disposal item to be applied to retained documents on an individual basis, or if material is integrated with files of a lower classification for purposes of continuity, clearance will be obtained from the Area TSCO and the Area Records Officer before retirement.

ITEM NO.	APPROVED FOR RELEASE 20010829 CIA RDP78A000200090001-5 POSITION INSTRUCTIONS
	<del>SECRET</del>
9.	<u>Project Administrative Plans Files</u> Copies of project administrative plans and periodic reviews. Filed by Area and project name thereunder. 1952 - 1960. 0.5 Temporary. Destroy when project is terminated.
10.	<u>Top Secret and [REDACTED] Logs</u> a. Copies of old book logs, Form 35-1 and current Form 1225 "Top Secret Control Record" recording all TS documents received or originated in the Office of Logistics. Form 1225 contains signatures for documents within the Office. Filed numerically. 1946 - 1960. 0.6 No disposal authorized by this schedule. Records of documents which have been downgraded or destroyed may be segregated and retired to Records Center as no longer needed. (GRS 12 - Item 6.a.)  b. Copies of Form 1225 "Top Secret Control Record" filed by subject. Serves as cross reference to a. above. 0.1 Destroy if superseded by a change in procedure.  c. Copies of old log books and Form 238 recording [REDACTED] documents in and out of the Office of Logistics as required by existing procedures. 1954 - 1960 0.6 No disposal authorized by this schedule. Cut off at end of each calendar year; retain in current file area one year and retire to Records Center.
11.	<u>Document Control Files</u> Form No. 238 "Document Control Ticket" used as a log to record the receipt, routing, control and dispatch of incoming and outgoing correspondence and dispatches of the Office of Logistics. Cross referenced to filing point of documents. 4.9 Temporary. Cut off at the end of each calendar year; retain in current file area 2 years and retire to Records Center. Destroy 2 years thereafter. (GRS 12 - Item 6.a.)  a. Record copy (No 1 copy) remains with document until completed, dispatched or filed, then returned to Registry. Filed by source. 1958 - 1960.  b. Suspense copy (No 2 copy) filed by source until replaced by No. 1 completed copy. Current Destroy upon receipt of No. 1 copy.

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Approved For Release 2001/08/29 : CIA-RDP78-00487A000200090001-5  
UNITED STATES GOVERNMENT

## *Memorandum*

TO : CIA Records Administration Officer

DATE: 22 APR 1963

FROM : Director of Logistics

SUBJECT: Addition to Records Control Schedule 34-60-A

1. The activation of a Logistics Signal Center has generated additional records in the Records & Services Branch, Administrative Staff, Office of Logistics. To provide for appropriate retention periods and disposition, it is requested that items 12 and 13 be amended as shown in the attached copies of Form No. 139. If the revision is approved, the attached revised copies of the Form No. 139 may be inserted in place of the present pages.

2. If additional information is required, please contact

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**Attachment:**  
Form No. 139 (4 copies)

**Distribution:**

Orig. & 1 - Addressee  
1 - C/Records Center  
1 - OL/AS (Official file)  
1 - D/L Chrono

25X1A

OL/AS/R&SB: [redacted] :mel (8 April 63)

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ITEM NO.	APPROVED FOR RELEASE 2001/08/29 : CIA-RDP78-A00487A000200090001-5	POSITION INSTRUCTIONS
16.	<u>Dispatch Files</u> Official File copy of all outgoing dispatches originated in the Office of Logistics. 1959 - 1960.	2.5  <b>SECRET</b>
17.	<u>Forms Files</u> a. Files containing copies of Requests for Approval of Forms, samples, memoranda and other material relating to forms of interest to OL. Filed by Form No. 1954 - 1960.  b. 3 x 5 Card used as cross reference to a. above. Filed by Division of primary interest.	1.8  0.1  <b>SECRET</b>
18.	<u>Records Disposal Records</u> Copies of Records Schedules and inventories, retirement requests, destruction certificates of records of the Office of Logistics. Filed chronologically and by Division thereunder. 1948 - 1960.	1.0  <b>SECRET</b>
19.	<u>Reference Material</u> Agency and Office regulatory issuances, publications, pamphlets and procedures used for reference and research.	8.0  <b>SECRET</b>

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Approved For Release 2001/08/29 : CIA-RDP78-00487A000200090001-5 RECORDS CONTROL SCHEDULE			CLASSIFICATION	34-60-A
OFFICE, DIVISION, BRANCH	CLASSIFICATION	SIGNATURE		
Office of Logistics, Administrative Staff, Records & Services Branch	SECRET	for JAMES A. GARRISON	DATE 1 APR 1968 Director of Logistics	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
12.	c. Cross reference copy (No. 3 copy) filed numerically. 1958 - 1960.  a. <u>Foreign Field Cables</u>  Office record copies of all incoming and outgoing foreign field cables relating to logistical matters. Filed numerically by months. 1959 - 1960.  b. <u>Domestic Cables</u>  Office record copies of all incoming and outgoing domestic cables [REDACTED] and Logistics Headquarters. 1963.	4.5	Temporary. Cut off at the end of each calendar year; retain in current file area two years and retire to the Records Center; destroy two years thereafter. (GRS 12 - Item 6a).  Temporary. Cut off at the end of the calendar year; retain one year and destroy.	
13.	<u>Cable Logs</u>  a. Log of incoming and outgoing foreign field cables, Form 763. Filed chronologically. 1957 - 1960.  b. Log of incoming and outgoing domestic cables, Form 763. Filed chronologically. 1963.  c. Copies of Form 238 used as suspense, control and follow-up on "Action" cables and outgoing cables. Filed numerically.	0.2 0.1 0.1	Temporary. Cut off at end of each calendar year; retain three years and destroy. (GRS 12 - Item 6a).  Temporary. Cut off at the end of each calendar year; retain two years and destroy.  Temporary. Cut off at the end of the year; retain one year and destroy.	

ITEM NO.	INSTRUCTIONS	APPROVED FOR RELEASE 2001/08/29 CIA RDY 74500487A00020009000845 POSITION INSTRUCTIONS
14. <u>Courier Mail Receipts</u>		
	Copies of Form 240 and 240-A "Courier's Classified Mail Receipts" signed by couriers for the pickup of material for delivery to addressees. Filed chronologically. 1959 - 1960.	0.1 Temporary. Destroy after six months.
15.	Filed by code number and cross referenced alphabetically.  [REDACTED]	0.4 Temporary. Segregate cards upon cancellation of names; retain five years and destroy.  Temporary. Destroy upon cancellation of names.
16. <u>Dispatch Files</u>		
	Official File Copy of all outgoing dispatches originated in the Office of Logistics. 1959 - 1960.	2.5 Temporary. Cut off at the end of calendar year; retain six months and retire to Records Center. Destroy three years thereafter.
17. <u>Forms Files</u>		
a.	Files containing copies of Requests for Approval of Forms, samples, memoranda and other material relating to forms of interest to OL. Filed by form number. 1954 - 1960.	1.8 Temporary. Destroy previous orders when re-orders are processed or destroy when related form is discontinued or superseded. (GRS 16 - Item 9).
b.	3 x 5 card used as cross reference to a. above. Filed by division of primary interest.	0.1 Temporary. Destroy as discontinued or superseded.
18. <u>Records Disposal Records</u>		
	Copies of Records Schedules and inventories, retirement requests, destruction certificates of records of the Office of Logistics. Filed chronologically and by division thereunder. 1948 - 1960.	1.0 Disposal not authorized by this schedule. Retire to Records Center when inactive. (GRS 16 - Item 3).

ITEM NO.	DESCRIPTION	POSITION INSTRUCTIONS	
		DISPOSITION	INSTRUCTIONS
19.	<p><u>Reference Material</u></p> <p>Agency and Office regulatory issuances, publications, pamphlets and procedures used for reference and research.</p>	8.0	Temporary. Destroy when superseded or no longer needed.
25X1A	<p>APPROV [REDACTED]</p> <p>CIA Records Administration Officer</p>	<p><i>18 April 1963</i></p> <p>Date</p>	

Approved For Release 2001/08/29 : CIA-RDP78-00487A000200090001-5  
RECORDS CONTROL SCHEDULE

SECRET  
34-60-A

CONCURRENCE

25X1A

OFFICE, DIVISION, BRANCH		S	T	DATE
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
20.	<u>OL Career Management and Personnel Files</u>  Files containing copies of memoranda, biographic sketches, evaluations, career board actions, training requests and other documents pertaining to Logistics service designees. Used in career management and personnel administration and for ready reference. Filed by individual's name.	13.5	Temporary. Review material older than two years for destruction of routine material and working notes. Transfer file to gaining office upon transfer out of Career jurisdiction. Upon resignation forward appropriate material to the Office of Personnel and destroy the balance.	
21.	<u>Service Record Card File</u>  Standard Forms OF4-B, 7D "Employees Service and Records Cards" and Flexoline Strips on all OL personnel and career designees at headquarters and in the field, showing employee's name, grade, salary, position, career designation, transfers, promotions, etc. Personnel actions are posted to these cards:  a. Filed organizationally and by position number thereunder.  b. Logistics career designees assigned outside of the Office of Logistics. Filed by name of individual.  c. Flexoline strips for OL employees. Filed by name of individual and cross referenced to a. above.	2.5	Temporary. Destroy upon separation from the Agency. Upon intra-agency transfer, forward to the gaining Office. (GRS 1 - Item 7)  Temporary. Same as a. above.  Destroy upon transfer or separation from the Agency. (GRS 1 - Item 7.)	

ITEM NO.	APPROVED FOR RELEASE 2001/08/29 : CIA-RDP78M00487A000200090001-5	POSITION INSTRUCTIONS
1.	<u>T/O Changes and Requests for Reclassification</u>	SECRET
22.	Tables of Organization and Changes thereto, ceiling changes, studies, requests for reclassification of positions, and related material reflecting the organization of the Office. Filed by subject. 1958 - 1960.	2.2 No destruction authorized. Material to be incorporated with and retired in conjunction with subject files of the Director of Logistics.
23.	<u>Logistics Career Board Records</u>  Minutes reflecting agenda, actions and recommendations of Career Board Meetings and Competitive Promotion Panel Meetings. 1957 - 1960.	0.1 No destruction authorized. Material to be incorporated with and retired in conjunction with subject files of the Director of Logistics.
24.	<u>Correspondence Files</u>  a. Copies of letters, memoranda, reports, working papers, etc. accumulated in administration of OL personnel matters and of the Branch functions. Filed by Agency subject filing system. 1957 - 1960.  b. Copies of material prepared in the Branch. Filed chronologically.	5.0 Temporary. Cut off files at end of 2 year period; retain in current file area 1 year; retire to Records Center for 2 additional years. (GRS 1 - Item 4.)  0.2 Temporary. Cut off at the end of the current year; retain one year and destroy.
25.	<u>Career Correspondence Files</u>  Memoranda, reports, T/O's and other material relating to establishment of Logistics positions and assignment of Logistics personnel in other elements of the Agency. Filed by organizational component. 1957 - 1960.	0.8 Temporary. Cut off files at end of year, retain in current file area 2 years and retire to Records Center. Destroy four years after retirement. (GRS 1 - Item 4.)
26.	<u>Position Descriptions</u>  Copies of approved position descriptions. Filed by organizational component in books.	1.5 Temporary. Destroy when position is abolished or description is superseded. (GRS 1 - Item 8.)

ITEM NO.	Approved For Release 2001/08/29 : CIA-RDP78M0487A000200090001-5	POSITION INSTRUCTIONS
27.	<p><u>Training Files</u></p> <p>a. Copies of correspondence, statistics, training information used by the Training Officer in coordinating training requirements with OL Staffs and Divisions and with the Office of Training, in making reports and developing internal training. Filed by Agency Subject Filing System. 1957 - 1960.</p> <p>b. Material concerning development of the Logistical Support Course and Test Evaluations, (sent to main Personnel File)</p>	<p style="text-align: center;"><b>SECRET</b></p> <p>1.2      Temporary. Destroy after two years, except such material as needed in developing training programs, which should be destroyed as superseded or no longer needed.</p> <p>0.8      Temporary. Cut off at the end of the current year; retain one year and destroy.</p>
28.	<p><u>Reference Material</u></p> <p>Agency and Office regulatory issuances, publications, position standards, training catalogs, pamphlets and other working material.</p>	<p>5.5      Temporary. Destroy when superseded or no longer needed. Library material to be returned to Library.</p>
		<b>SECRET</b>

Approved For Release 2001/08/29 : CIA-RDP78A000200090001-5  
 RECORDS CONTROL SCHEDULE

**SECRET**

CONCURRENCE

OFFICE, DIVISION, BRANCH		SIGNATURE	DATE
Office of Logistics, Administrative Staff, Budget and Fiscal Branch		EO	Director of Logistics
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
29.	<u>Allotment Account Files</u> <p>a. Forms 234, 716, 288A and 1058, monthly status of funds and advice of allotments for Office of Logistics accounts. Filed by allotment account number. FY 1958 - 1961.</p> <p>b. Memoranda, reports, etc., pertaining to a. above.</p>	2.0	Temporary. Cut off at the end of each Fiscal Year; retain two years and destroy. (GRS 7 - Item 4.)
30.	<u>IBM Tabulations</u> <p>Status of Allotment and Cost Limitation Reports, Schedule of Expenditures, Property Issues and Allotment Ledger Sheets, used for control and adjustment of allotments and cost authorization control records. FY 1960 - 1961.</p>	2.0	Temporary. Cut off at end of Fiscal Year; retain in current file area two years and destroy.
31.	<u>Budget Background Material</u> <p>Division estimates, rough data and related papers accumulated in preparation of annual budget estimates. FY 1958 - 1961.</p>	1.0	Temporary. Cut off at end of Fiscal Year; retain one year and destroy.
32.	<u>Overtime Records</u> <p>a. Form No. 292, Requests for Authorization of Overtime and Holiday Work submitted by components of the Office of Logistics and summary of requests by pay period. Filed by allotment account. FY 1958 - 1961.</p> <p>b. IBM Listing by employees name and allotment account of additional compensation and leave used. FY 1958 - 1961.</p>	0.5	Temporary. Cut off at end of Fiscal Year; retain two years and destroy.
		1.0	Temporary. Destroy at end of Fiscal Year.

ITEM NO.	APPROVED FOR RELEASE 2001/08/29 : CIA-RDP78A000200090001-5	DISPOSITION INSTRUCTIONS
33.	<p>c. IBM Tabulation by allotment account of regular pay, overtime and other compensation. Used as posting record. FY 1958 - 1961.</p> <p><u>Detailed Allotment Account Records</u></p> <p>*a. Forms, vouchers, travel orders, memoranda, miscellaneous obligation records, purchase orders, requisitions or other documents used as obligating instruments and posted to unvouchered allotment accounts of the Office of Logistics, and Allotment 6893-10 [REDACTED]. Filed by allotment account FY 1958 - 1961.</p> <p>*b. Posting Ledgers, control and balancing factor to a. above. FY 1958 - 1961.</p>	<p>0.1</p> <p>Temporary. Cut off at end of Fiscal Year; retain two years and destroy.</p> <p>5.5</p> <p>Temporary. Cut off at end of Fiscal Year; retain in current file area two years and retire to Records Center. Destroy two years after retirement. (GRS 7 - Item 4.a.)</p>
34.	<p><u>Property Authorization Records</u></p> <p>*Copies of requisitions or other documents used as supporting documents and posted as control media to property authorization records. FY 1958 - 1961.</p>	<p>0.2</p> <p>Temporary Cut off at end of Fiscal Year. Retain in current file area two years; retire to Records Center and destroy two years after retirement. (GRS 7 - Item 4.b.)</p> <p>1.5</p> <p>Temporary. Cut off at the end of the Fiscal year; retain two years and destroy. (GRS 7 - Item 4.b.)</p>
35.	<p><u>Budget Submissions</u></p> <p>Working copy of final budget submission for Office of Logistics. Filed by Fiscal Year. FY 1953 - 1961.</p> <p>-----</p> <p>* Effective 1 July 1959, procedures were changed which relieved Office of Logistics from responsibility for maintaining the single Agency Allotment Account for Transportation of Things. They are now kept by the various Agency Components.</p>	<p>1.0</p> <p>Temporary. May be destroyed when no longer needed for working reference.</p>

ITEM NO.	APPROVED FOR RELEASE 2001/08/29 : CIA-RDP78A00487A000200090001-5	POSITION INSTRUCTIONS
36.	<u>Chrono File</u> Copies of memoranda, reports and studies prepared by the Branch. Filed chronologically. FY 1958 - 1961.	0.1  <b>SECRET</b>
37.	<u>Travel Log</u> Unnumbered forms assigning numbers to travel orders and cross referencing to allotment account and cross reference record by allotment account. FY 1958 - 1961.	0.1  Temporary. Cut off at end of Fiscal Year. Retain one year in current file area and destroy.
38.	<u>Reference Material</u> Copies of reports, studies, memoranda, Agency and Office regulatory issuances, circulars, pamphlets, publications and working material used for reference and research. Filed by subject selected by Branch. FY 1955 - 1961.	2.5  Temporary. Destroy as superseded or no longer needed. Library material to be returned to the Library.
		<b>SECRET</b>

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Approved For Release 2001/08/29 : CIA-RDP78-00487A000200090001-5

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## RECORDS MANAGEMENT PROGR



# RECORDS CONTROL SCHEDULE FOR THE OFFICE OF LOGISTICS



TAB

APPROVED FOR RELEASE 2001/08/29 : CIA-RDP78-00487A000200090001-5			SCHEDULE NO.
OFFICE, DIVISION, BRANCH			S1
Office of Logistics, Administrative Staff			T1
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<u>Regulations Files</u>  ✓ Drafts, memoranda comments and other material pertinent to regulations of direct interest to the Office of Logistics. Filed by regulation number. 1953 - 1956. (These files are filed separately for convenience, but are considered a part of the correspondence files of the Director of Logistics.)	2.0	Permanent. No destruction authorized by this schedule. May be retired to Records Center when regulation rescinded, or when no longer required for frequent reference.
2.	✓ Drafts, comments and memoranda regarding proposed regulations of other Agency components. 1953 - 1956	2.0	Temporary. Destroy two years after publication of pertinent regulation.
3.	<u>Space and Parking Files</u>  ✓ Memoranda, reports, studies, charts, diagrams and other records concerning the assignment and allocation of space and parking spaces.	0.2	Temporary. Destroy one year after reallocation (GRS 11 - Item 2.b.(2)).
4.	✓ Correspondence regarding requests for major renovations within the Office.	0.1	Temporary. Destroy three months after work performed. (GRS 11 - Item 5.).
5.	<u>Correspondence Files</u>  Extra copies of studies, surveys, memoranda, reports and related material reflecting proposed or accomplished changes in the organizational structure of the Office. Used in preparing later studies and for historical research.	1.0	Temporary. Destroy when no longer needed for working reference.

**SECRET**

ITEM NO.	FILE IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p><u>Reference Material</u></p> <p>Agency and Office regulatory issuances, publications, etc. used for reference and research.</p>	3.0	<p>Temporary. Destroy when superseded or no longer needed.</p>

Approved For Release 2001/08/29 : CIA-RDP78-004			SCHEDULE NO. 87A000200090001-5 JULY 1962 A
OFFICE, DIVISION, BRANCH			CONCURRENCE
Office of Logistics, Office of the Director, Administrative Staff, Records and Services Branch.			SIGNATURE
			TITLE DATE Director of Logistics
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
7.	<u>Office Subject Correspondence Files</u>  These are files which document the activities performed by the Office of Logistics in support of Agency activities in accordance with the mission assigned in Regulation [REDACTED]. They consist of correspondence, surveys, charts, studies, and reports pertaining to logistical planning; requirements; procurement, distribution, and accountability of Agency equipment and supplies; transportation of personnel, equipment and supplies; meeting real estate and construction needs; and other support services, including Agency mail and courier service, telephone service, and printing and reproduction used in policy and operating determinations, and also in the general administration of the Office of Logistics. Filed according to Agency Subject File Manual. 1953 - 1956.	14.9	Permanent. Disposal not authorized by this schedule*. Cut-off at the end of each calendar year; retain in current file area two years and transfer to CIA Records Center.  <u>*EXCEPTION:</u> Files concerning administrative and housekeeping functions, such as: personnel, training, travel, space and services, budget and fiscal matters, security and other similar subjects, may where possible be segregated by groups upon retirement and may be destroyed after 3 years.
8.	<u>Top Secret Document Files</u>  These are Top Secret documents concerning logistical support activities for the Agency as reflected in Item No. 1. They consist of documents of Top Secret nature of subjects as described in Item No. 1. TS documents are filed centrally in the Office except as needed within the Divisions for working needs. Filed chronologically and thereunder by Top Secret Number. 1946 - 1956.	5.0	Periodically review to downgrade or destroy extra copies. Pertinent disposal item to be applied to retained documents on an individual basis, or if material is integrated with files of a lower classification for purposes of continuity, clearance will be obtained from the Area TSCO and the Area Records Officer before retirement.

ITEM NO.		Approved For Release 2001/08/29 : CIA-RDP78-A00487A000200090001-5	VOLUME	DISPOSITION INSTRUCTIONS
25X1A		<u>Top Secret and [REDACTED] Logs</u>		
	9.	Copies of logs recording all top secret documents in and out of the Office of Logistics. The log is prepared on Form No. 38-14 by the Area Top Secret Control Officer and submitted to the CIA Top Secret Control Officer. Filed chronologically. 1947 - 1956.	0.1	<i>J.m.</i> <del>Permanent</del> . No destruction authorized by this schedule. (GRS 12 Item 6.a.)
	10.	Form No. 238 (Old 35-1) Document Control Ticket indicating movement of all TS documents received in or originated by the Office of Logistics. Contains signatures within the Office. Filed numerically by TS number. 1946 - 1956.	0.4	<i>J.m.</i> <del>Permanent</del> . No destruction authorized by this schedule. Records of documents which have been downgraded or destroyed may be segregated and retired to the Records Center as no longer needed. (GRS 12 - Item 6.a.)
25X1A	11.	Logs or control Tickets recording [REDACTED] documents in and out of Office of Logistics as required by existing procedures. (Existing agreement requires that [REDACTED] documents by transmitted in the same manner as Top Secret). Filed chronologically. 1951 - 1956.	0.1	No disposal authorized at this time. Cut off at the end of each year; retain one year and retire to Records Center.
25X1A	12.	<u>Correspondence Control Slips</u>  Form No. 238 (Old 35-1) Document Control Ticket used as a log to record the receipt, routing, control and dispatch of incoming and outgoing correspondence, dispatches and cables of the Office of Logistics. Cross referenced to filing point of documents.	8.0	Temporary. Cut off at the end of calendar year; retain in current file area two years and retire to Records Center. Destroy two years thereafter. (GRS 12 - Item 6.a.)
	13.	a. Record copy (No 1 copy) remains with document until completed, dispatched or filed, then returned to Registry. Filed by source. 1954 - 1956.  b. Suspense copy (No. 2 copy) filed by source until replaced by No. 1 completed copy. Current.		Destroy upon receipt of No. 1 copy.

ITEM NO.	FILES IDENTIFICATION Approved For Release 2001/08/29 : CIA-RDP78-A00487A000200090001-5	DISPOSITION INSTRUCTIONS		
			RET	DISPOSITION INSTRUCTIONS
14.	Cross reference copy (no. 3 copy) filed numerically. 1954 - 1956.		RET	Temporary. Cut off at the end of calendar year; retain in current file area two years and retire to Records Center; destroy two years thereafter. (GRS 12 - Item 6.a.)
15.	<u>Courier Mail Receipts</u>  These are carbon copies of Form No. 240 (Old 35-16) "Courier's Classified Mail Receipts" signed by couriers for the pick up of material for delivery to addressees. Filed chronologically. 1955 - 1956.	0.1		Temporary. Destroy after one year. Cut off at end of calendar year; retain one year and destroy. (GRS 12 Item 6.f.)
16.	<u>Cables</u>  Office record copies of all incoming and outgoing cables relating to logistical matters. Filed numerically by months. 1955 - 1956.	4.0		Temporary. Retain in file area one year past the current year; retire to Records Center and retain two years.
17.	<u>Cable Log</u>  Incoming and outgoing Cable Log. Form 51-31. Record of all cables received in the Office of Logistics. Filed chronologically. 1953 - 1956.	0.1		Temporary. Cut off at end of each year; retain 3 years and destroy. (GRS 12 - Item 6.a.)
25X1A	18.  [REDACTED]  Filed by code number and cross referenced alphabetically.  b. Folder containing code number key by true [REDACTED]	0.1		Temporary. Segregate cards upon cancellation of names; retain five years and destroy.  "
25X1A				"

ITEM NO.	DESCRIPTION	QUANTITY	DISPOSITION INSTRUCTIONS
19.	<p><u>Reports Records</u></p> <p>a. Files containing reports survey forms, directives, memoranda, or other pertinent material documenting the justification for and current status of existing reports prepared or received by the Office of Logistics. Filed by report title. 1956.</p> <p>b. Form No. 855, 5 x 8 Card record of a. above. Filed by Report Symbol number.</p>	0.1	Temporary. Maintain files on a current basis. Destroy two years after report is discontinued. (GRS 16 - Item 8.)
20.	<p><u>Forms Files</u></p> <p>Files containing copies of Requests for Approval of Forms, samples, memoranda and other material relating to forms of interest to OL. Filed by Form No. 1954 - 1956.</p>	0.5	Temporary. Destroy when related form is discontinued or superseded. (GRS 16 - Item 9)
21.	<p><u>Reference Material</u></p> <p>Agency and Office regulatory issuances, publications, pamphlets and procedures used for reference and research.</p>	6.0	Temporary. Destroy when superseded or no longer needed.

Approved For Release 2001/08/29 : CIA-RDP78-00487A000200090001-5 RECORDS CONTROL SCHEDULE			SECRET	SECRET
			CONCURRENCE	
			SIGNATURE	
			TITLE	DATE
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
22.	<u>Allotment Account Files</u>  a. Forms 234, 716, 288A and 1058, monthly status of funds and advice of allotments for Office of Logistics accounts. Filed by allotment account number. FY 1954 - 1957  b. Memoranda, reports, etc, pertaining to a. above.	1.0	Temporary. Cut off at the end of each Fiscal year; retain two years and destroy. (GRS 7 - Item 4.)	
23.	<u>Budget Background Material</u>  Division estimates, rough data and related papers accumulated in preparation of annual budget estimates.	1.0	Temporary. Cut off at end of Fiscal year; retain one year and destroy.	
24.	<u>IBM Tabulations</u>  Status of Allotment and Property Authorization Report, Schedule of Expenditures, Property Issues and Allotment Ledger Reports used in adjustment of allotments and property authorization control records.	3.0	Temporary. Cut off at end of fiscal year; retain in current file area one year; retire to Records Center and destroy one year thereafter.	
25.	<u>Overtime Records</u>  a. Form No. 292, Requests for Authorization of Overtime and Holiday Work submitted by components of the Office of Logistics and compilation of requests by pay period. Filed by allotment account.	0.5	Temporary. Cut off at end of fiscal year; retain one year and destroy.	

ITEM NO.	F Approved For Release 2001/08/29 : CIA-RDP78A00487A000200090001-5	DISPOSITION INSTRUCTIONS	
26.	b. IBM Listing by employees name and allotment account of additional compensation and leave used.	0.2	Temporary. Destroy at end of fiscal year.
27.	e. IBM Tabulation by allotment account of additional compensation and leave used. Used as trend analysis and comparison.	0.1	Temporary. Cut off at end of fiscal year. Retain five years and destroy.
	<u>Detailed Allotment Account Records</u>		
28.	g. Forms, vouchers, travel orders, memoranda, miscellaneous obligation records, purchase orders, requisitions or other documents used as obligating documents and posted to unvouchered allotment accounts of the Office of Logistics and Allotments FY 6893-10 [REDACTED] 1956 - 1957. Filed by allotment account.	8.0	Temporary. Cut off at end of fiscal year; retain in current file area two years and retire to Records Center. Destroy eight years <del>thereafter</del> <sup>item</sup> (GRS 7 - Item 3.)
29.	g. Copies of requisitions or other documents used as supporting documents and posted as control media to the materiel withdrawal authorization records.	0.5	Temporary. Cut off at the end of the fiscal year; retain two years and destroy. (GRS 7 - Item 4.b.)
30.	g. Posting Ledgers, control and balancing factor to a. above. FY 1956 - 1957.	0.2	Temporary. Cut off at end of fiscal year. Retain in current file area three years; retire to Records Center and destroy 7 years <del>thereafter</del> <sup>item</sup> .
	<u>Budget Submissions</u>		
31.	Working copy of final budget submission for the Office of Logistics. By fiscal year.	0.2	Temporary. May be destroyed when no longer needed for working reference.
	<u>Correspondence Files</u>		
32.	Copies of memoranda, reports, studies and other material relating to the operation of the Branch. Filed by subject. FY 1954 - 1957.	2.0	Temporary. Cut off at the end of the fiscal year. Retain two years and destroy. (GRS 5 - Item 3.)

## Approved For Release 2001/08/29 : CIA-RDP78-00487A000200090001-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
33.	<u>Logs</u>	SECRET	Temporary. Cut off at end of fiscal year. Retain 3 years in current file area; retire to Records Center and destroy seven years thereafter.
34.	a. Unnumbered forms assigning numbers to travel orders and cross referencing to allotment account. Fiscal year 1954 - 1957.	0.1	Temporary. Cut off at end of fiscal year. Retain one year and destroy.
35.	b. Record of travel orders by allotment account. Fiscal year 1955 - 1957.	0.1	Temporary. Cut off at end of fiscal year. Retain three years in current file area; retire to Records Center and destroy seven years thereafter.
36.	<u>Reference Material</u>	3.0	Temporary. Destroy as superseded or no longer needed. Library material to be returned to the Library.

CIA RDP78A000200090001-5

Approved For Release 2001/08/29 : CIA-RDP78-00487A000200090001-5 RECORDS CONTROL SCHEDULE			
		CONCURRENCE	
OFFICE, DIVISION, BRANCH		SIGNATURE	
Office of Logistics, Administrative Staff, Personnel and Training Branch		TITLE DATE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
37.	<u>OL Career Management and Personnel Files</u>  Files containing copies of memoranda, evaluations career board actions, training requests and other documents pertaining to Logistics service designees. Used in career management and personnel administration and for ready reference. File by individual's name.  <u>Service Record Card File</u>  File consisting of Standard Forms OF4-B, 7D "Employees Service and Record Cards" and Flexoline Strips on all OL personnel and career designees at headquarters and in the field, showing employee's name, grade, salary, position, career designation, transfers, promotions, etc. Personnel actions are posted to these cards:	10.0  2.0	Temporary. Transfer file to gaining office upon transfer of individual. Forward appropriate career material to the Office of Personnel upon resignation and destroy the balance.
38.	a. Filed organizationally and by position number thereunder.		Temporary. Place in inactive file upon separation from the Agency and destroy six months thereafter. Upon intra-agency transfer, forward to the gaining Office.
39.	b. Logistics career designees assigned outside of the Office of Logistics. Filed by name of individual.		Temporary. Same as a. above.
40.	c. Flexoline strips for OL employees. Filed by name of individual and cross referenced to a. above.		Destroy upon transfer or separation from the Agency. (GRS 1 - Item 7)

ITEM NO.	FILE IDENTIFICATION	APPROVAL FOR RELEASE 2001/08/29 : CIA-RDP78-M00487A000200090001-5	POSITION INSTRUCTIONS
41-A	Files containing job questionnaires, work papers, etc. used in connection with a Classification Survey of the Office of Logistics. Filed organizationally. 1954 (One time files)	0.8	<p><u>Supplement to Schedule 34-56-A</u> 6 AUG 1957</p> <p>Temporary. Destroy three years after retirement</p>

ITEM NO.	APPROVED FOR RELEASE 2001/08/29 : CIA RDP78A00487A000200090001-5	DISPOSITION INSTRUCTIONS
41.	<u>T/O Changes and Requests for Reclassification</u>  Table of Organization Changes, studies, requests for reclassification and related material reflecting the organization of the Office. Files by subject. 1954 - 1956.	0.8  Permanent. Material to be incorporated with and retired in conjunction with subject files of the Director of Logistics.
42.	<u>Logistics Career Board Records.</u>  a. Minutes reflecting agenda, actions and recommendations of Career Board Meetings.  b. Correspondence, notifications, proposals or transactions with the CIA Career Council.	0.2  Permanent. Material to be incorporated with and retired in conjunction with subject files of the Director of Logistics.
43.	<u>Correspondence Files</u>  a. Copies of letters, memoranda, reports, working papers, etc. accumulated in administration of OL personnel matters and of the Branch functions. Filed by Agency subject filing system. 1954 - 1956.	4.0  Temporary. Cut off files at end of the current year; retain three years and destroy. (GRS 1 - Item 4.)
44.	<u>b. Copies of material prepared in the Branch.</u> Filed chronologically.	0.5  Temporary. Cut off at the end of the current year; retain two years and destroy.
45.	<u>Career Correspondence Files</u>  Memoranda, reports, T/O's and other material relating to establishment of Logistics positions and assignment of Logistics personnel in other elements of the Agency. Filed by organizational component. 1954 - 1956.	0.1  Temporary. Cut off files at the end of the current year; retain three years and destroy. (GRS 1 - Item 4.)
46.	<u>Position Descriptions</u>  Copies of approved position descriptions. Filed by organizational component in books.	2.0  Temporary. Destroy when position is abolished or description is superseded. (GRS 1 - Item 8.)

ITEM NO.	FILE IDENTIFICATION	APPROVED FOR RELEASE 2001/08/29 : CIA-RDP78-00487A000200090001S POSITION INSTRUCTIONS	
		VOLUME	POSITION
47.	<u>Training Files</u>  a. Correspondence to OL Divisions and Office of Training signed by the Training Officer. Filed according to Agency filing system.	0.2	Temporary. Cut off at the end of the current year; retain one year and destroy.
48.	b. Material concerning development of the Logistical Support Course and Test Evaluations.	1.5	Temporary. Cut off at the end of the current year; retain three years and destroy.
49.	c. Monthly, quarterly and annual training reports and statistics.	0.5	Temporary. Cut off at the end of the current year; retain three years and destroy.
50.	<u>Reference Material</u>  Agency and Office regulatory issuances, publications, pamphlets and other working material.	3.0	Temporary. Destroy when superseded or no longer needed. Library material to be returned to Library.

Approved For Release 2001/08/29 : CIA-RDP78-00487A000200090001-5		54-70-A	
RECORDS CONTROL SCHEDULE		<b>SECRET</b>	
OFFICE, DIVISION, BRANCH		CONCURRENCE	
Office of Logistics , Administrative Staff, Support Branch <i>Library Section transferred to PD.</i>		SIGNATURE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	TITLE DATE DISPOSITION INSTRUCTIONS
51.	<u>Chart File</u>  These are charts, graphic presentations and visual aids on various aspects of logistical organization and support. Used in training, briefings, and presentations. Current.	100.0	Temporary. Destroy when superseded or no longer needed.
52.	<u>Commercial Inquiries</u>  These are copies of memoranda and letters and replies thereto on inquiries to commercial companies requesting technical information concerning prices, availability, substitutions, samples, and loans for testing purposes. For use in ascertaining availability and estimating requirements. Filed alphabetically by company name. 1953 - 1956	0.4	Temporary. Cut off at end of calendar year. Destroy as superseded or no longer needed for reference.
53.	<u>Reference and Research Material</u>  Technical manuals, catalogues, pamphlets, brochures, charts, price lists, directives, negatives, schematic drawings, public laws and intelligence publications. Used by the Office of Logistics in carrying out various activities and in planning logistical support for the Agency.	470.0	Temporary. Destroy only as superseded or no longer needed for reference.
54.	<u>3 x 5 Index cards</u> on above material. Used to record material, indicate destruction of copies, and to charge out material on loan. Filed alphabetically by title or name of publication.	1.0	<i>J.M.</i> Permanent. No disposal authorized by this schedule.

Approved For Release 2001/08/29 : CIA-RDP78-00487A000200090001-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
55.	e. Uniterm cards. 3 x 5 and 5 x 8 cards for each type of material with all material posted to card by accession or document number.	1.0	<i>J.M.</i> <del>Permanent</del> . No disposal authorized by this schedule.

<p style="text-align: center;">Approved For Release 2001/08/29 : CIA-RDP78-00487A000200090001-5</p> <p style="text-align: center;">RECORDS CONTROL SCHEDULE</p>			SCHEDULE NO. 34-56-A
			CONCURRENCE
			SIGNATURE
			TITLE DATE
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
56.	<u>Statistical Reports</u>  a. Statistical reports in the form of a Control Book brought up to date monthly and quarterly, consisting of data concerning activity and operations. Used for submission to Director of Logistics	0.6	Permanent. Retain in current file area five years and retire to Records Center.
57.	b. Monthly and quarterly reports submitted by Staffs and Divisions for compilation into Control Book described in a. above.	1.4	Temporary. Retain in current file area one year and retire to Records Center. Destroy four years thereafter.
58.	<u>Logistical Data Report Records</u>  Copies of reports and background material for reports which are compiled in the Office of Logistics for submission to the DD/P area and OL components quarterly and semi-annually. 1952 - 1956.	0.2	Temporary. Cut off at the end of the calendar year; retain in current file area two years and retire to Records Center. Destroy three years thereafter.

Approved For Release 2001/08/29 : CIA-RDP78-00487A000200090001-5 RECORDS CONTROL SCHEDULE			
		34-56-A	
OFFICE, DIVISION, BRANCH		CONCURRENCE	
Office of Logistics, Security Staff		SIGNATURE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
59.	<u>Security Classified Contract Clearance Files</u>  Case files consisting of copies of memoranda, requests for security clearances and approvals on individuals connected with plants; copies of signed Secrecy Agreement, Contractor's Security Agreements and Plant Inspection Reports. Used as record of security phases of contracts and for answering inquiries from authorized persons as to clearances. Filed alphabetically by company name. 1954 - 1956.	33.0	Temporary. Files may be destroyed two years after company is no longer in business.
60.	3 x 5 Index Cards showing individuals names, company, dates of clearances. Used as cross reference to a. above. Filed alphabetically by individual's name. 1951 - 1956	2.0	Temporary. Destroy cards upon notification of death of individual.
61.	Record of Contracts let. Contains notification to Security Office when classified contracts are awarded. Used as convenience cross reference and for checking number of classified contracts in effect. Filed in binder by company name. 1953 - 1956.	1.3	Temporary. Destroy upon completion of contracts.
62.	<u>Liaison Contact Clearance Files</u>  Approved original copies of requests for continuing liaison contact clearances, containing name of individual, by whom to be contacted, purpose and dates of request and approval. Used as authority to contact employees of other Government agencies regarding logistical support activities. Filed by name of organization. May 1953 to date.	1.0	Temporary. Clearances expire one year after approval, at which time they are to be placed in an inactive file. Cut off at the end of calendar year. Destroy one year thereafter.

ITEM NO.	FILE IDENTIFICATION	DISPOSITION INSTRUCTIONS	
63.	e. 3 x 5 cards containing the same information as a. above. Filed by individuals name. 1952 - 1956.	1.0	Temporary. Transfer to inactive file upon expiration of clearance. Destroy one year thereafter if not reactivated.
64.	<u>Security Violations</u>  Copies of memoranda and records of investigations of individual's security violations. Used in recommendations and application of penalties. Filed alphabetically by individual's name. 1952 - 1956.	0.1	Temporary. Destroy two years after last violation.
65.	<u>Reference Working Files</u>  Copies of memoranda, charts, booklets, drafts, regulations, reports, studies, circulars, pamphlets, procedures and directives. Used as ready reference in furnishing Security support to Agency logistical activities. Filed by subject selected by the Staff. 1952 - 1956.	16.0	Temporary. Destroy when obsolete, superseded or no longer needed.
66.	<u>Plant Survey Reports</u>  e. copy of security survey of facilities of contractors holding classified contracts. Used as record of inspections conducted and cross reference. Filed chronologically.	0.1	Temporary Cut off at end of each calendar year. Retain one year and destroy.
67.	e. 5 x 8 Cards showing pertinent information about status of plant inspections. Used as tickler file and for ready working reference. Filed by company name.	0.2	Temporary. Destroy when superseded or no longer needed.
68.	<u>Contract Record Card</u>  Copy of Form 667, record of all contracts let. Used to advise the Office of Security of classified contracts awarded and the degree of sterility.	0.2	Temporary. Destroy when contract is completed.

Approved For Release 2001/08/29 : CIA-RDP78-00487A000200090001-5 RECORDS CONTROL SCHEDULE			
		CONCURRENCE	
OFFICE, DIVISION, BRANCH		SIGNATURE	
Office of Logistics, Office of the Director, Headquarters Board of Survey		TITLE	DATE
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
69.	<u>Survey Records</u>  Copies of memoranda, studies, findings, reports, dispatches, survey actions and other material pertaining to reports of survey submitted for Agency owned property. Filed by HBS Case Number. Fiscal year 1952 - 1957.	2.5	Temporary. Destroy two years after action completed. (GRS 3 - Item 10.c.)
70.	<u>Claims Records</u>  Files containing memoranda, dispatches, studies, findings, recommendations and other material regarding claims submitted by employees or dependents for loss of or damage to privately owned property. Filed by name of claimant. Fiscal year 1952 - 1957.	1.0	Temporary. Destroy two years after final action on claim.
71.	<u>Register</u>  Register of Case Numbers assigned and log of claims received, cross referenced to individual or material involved.	0.1	Temporary. Destroy two years after action completed. (GRS 3 - Item 10.c.)
72.	<u>Chronological File</u>  Copies of all correspondence originated by the Recording Secretary or the Headquarters Board of Survey. Fiscal year 1955 - 1957.	0.2	Temporary. Cut off at the end of each fiscal year. Retain two years and destroy.
73.	<u>Minutes of Survey Board Meetings</u>  Agenda and Minutes of Headquarters Board of Survey Meetings and actions or recommendations on cases presented. Filed chronologically.	0.2	Temporary. Cut off at the end of the fiscal year; retain two years and destroy.

SECRET

Approved For Release 2001/08/29 : CIA-RDP78-00487A000200090001-5 RECORDS CONTROL SCHEDULE			
		CONCURRENCE	
OFFICE, DIVISION, BRANCH  Office of Logistics, Planning Staff		SIGNATURE	
		TITLE	DATE
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
74.	<u>Subject Files</u>  These are central files documenting the activities of the Staff in performance of their functions of compiling Agency requirements; providing logistical annexes to operational elements; providing logistical planning for the Agency; conducting continuing coordination with operational elements of the Agency to furnish advise and assistance on logistical matters; and maintaining liaison with Department of Defense and other Government agencies. They consist of originals and copies of memos and letters, reports, surveys, studies, charts and forms. Prior to 1953 each action of the Staff was assigned a numerical project number for filing and cross referencing purposes. 1953 and subsequent filed according to Agency File Manual.	6.4	Temporary. Cut off at the end of each calendar year; retain in current file area one year; transfer to Records Center and destroy five years thereafter. (ERS- Item 2)
75.	<u>Numerical Project Files</u>  a. These are case files consisting of memos and letters concerning action required of the Staff in connection with pricing, availability, logistical support, etc. Each action was assigned a project number for filing and cross referencing purposes. 1950 - 1952.	4.0	Temporary. Destroy after five years. System discontinued at end of 1952.
76.	b. These are 5 x 8 cross reference cards to numerical projects numbers. Cross referenced by organizational element, subject, project name or description of item. Filed alphabetically. 1951 - 1952.	0.5	Temporary. Retain in current file area five years and destroy

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77.	<p>e. This is an unnumbered form showing the project number, name, originating office date of action, action charged to and date closed. It is used as a ledger log for assignment of numbers and record of project numbers. Filed by project or case number. 1951 - 1952.</p>	0.1 Temporary. Destroy after five years. System discontinued at end of 1952.
78.	<p><u>Correspondence Control Slips</u></p> <p>z. Form 35-1 (New 238) Document Control Ticket used to record the receipt, routing, control and dispatch of incoming and outgoing documents of the Staff. Filed by originating office and numerically thereunder.</p>	0.1 Temporary. Cut off at end of each calendar year; retain in current file area 1 year and destroy.
79.	<p>z. Form 35-1 (New 238), Document Control Ticket Copies indicating location and movement of Top Secret documents within the Staff or Office of Logistics.</p>	0.1 <i>D.M.</i> Permanent. No destruction authorized by this schedule.
80.	<p><u>Personnel Records</u></p> <p>z. This file consists of SF-OF4-B and Form 7 "Employee Service Record Cards" on Staff employees showing position number, name, address, grade, salary, actions, training, evaluations, etc. Used as position inventory and in administrative supervision of personnel. Filed by position number.</p>	0.2 Temporary. Destroy upon separation from the Agency. Upon intra-office transfer, forward to gaining office.
81.	<p>z. Folders containing copies of personnel actions, memos concerning leave, promotions or travel, and personnel information cards etc. Used in administration of personnel and as cross reference to position inventory described above. Filed alphabetically by surname.</p>	0.4 Temporary. Destroy upon separation from the Agency. Upon intra-office transfer, forward to gaining office.

ITEM NO.	Approved For Release 2001/08/29 : CIA	TYPE	DISPOSITION INSTRUCTIONS
82.	<u>Convenience Correspondence Files</u>  Chronological files of copies of outgoing correspondence originated in the Staff. Used as ready reference file. Filed chronologically.	0.3	Temporary. Cut off at end of each calendar year; retain in current file area one year and destroy.
83.		1.5	Temporary. Maintain on a current basis. Superseded material to be retained three years after the current applicable fiscal year and destroyed.
25X1A	current fiscal year. Annotated and maintained on current basis by planning phase.		
84.	<u>Project Outlines - Logistics Annex</u>  Copies of Logistics Annex to Project Outlines which are submitted to OL for comment prior to submission for overall approval.	1.0	Temporary. These records are in the custody of the Area Planning Officer. To be destroyed two years after the project is closed, unless otherwise instructed.
85.	<u>Reference Material</u>  Copies of Supply Catalogues, Pricing Guides, Commercial Brochures and Circulars, Regulations and other material used in logistical planning and coordination of logistical matters with operational elements of the Agency.	5.4	Temporary. Destroy when superseded or no longer required for reference. Library material to be returned to the Library.
25X1A			
86.			

1972 TO PRESENT

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	a. [REDACTED] Studies and final logistical submission of plans.	11.3	Permanent. Disposal not authorized by this schedule. Retire to Records Center after studies are rewritten or inactive.
87.	b. Reference Material used in preparation of studies.  <u>Requirements Files</u>  Copies of memos, charts, photostats, procedures, studies and other papers used in preparing Agency requirements for operational material and administrative supplies in the field which were transferred to OL from OPC/A&L Staff/Logistics Division, following an organizational consolidation. Included is material on bases of supply and special support facilities and Table of Organization and [REDACTED] Filed by subject. 1951 - 1952.	15.0	Temporary. Destroy when superseded or no longer needed.
		4.7	Permanent. Disposal not authorized by this schedule. To be retired when no longer needed.